

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF EDUCATION
P.O. BOX 2120
RICHMOND, VIRGINIA 23218-2120

TESTING MEMO NO. 603

January 4, 2007

TO: Division Directors of Testing

FROM: Shelley Loving-Ryder, Assistant Superintendent
Division of Assessment and Reporting

SUBJECT: Training for Spring 2007 Stanford English Language
Proficiency (SELP) Testing

The Virginia Department of Education, in collaboration with Harcourt Assessment, Inc., will provide training for school divisions participating in the Spring 2007 administration of the Stanford English Language Proficiency (SELP) test. The SELP test train-the-trainer sessions will be held via WebEx. A choice of six two-hour sessions will be offered. The sessions are intended for Division Directors of Testing (DDOTs), School Test Coordinators, Title III/English as a Second Language Coordinators, and those responsible for training test examiners.

The purpose of the training is to provide an overview of the test, review administration guidelines, and explain the scoring system of the speaking subtest.

Divisions may sign up for only one session. The training sessions are as follows:

January 16, 2007	9:00-11:00 a.m.
January 16, 2007	1:00-3:00 p.m.
January 17, 2007	9:00-11:00 a.m.
January 17, 2007	1:00-3:00 p.m.
January 18, 2007	9:00-11:00 a.m.
January 18, 2007	1:00-3:00 p.m.

Sessions are limited to 29 divisions each and are reserved based on the sign-up date. One telephone line and one computer with Internet access are required in order to participate in the session, but multiple participants with a division may be present.

To sign up your division, please elect **one** contact person, the DDOT or his/her designee and send an e-mail to Laura Kennedy (Laura.Kennedy@doe.virginia.gov) by January 10, 2007.

In the e-mail, include the following:

- The division's choice of date and time for the WebEx training session
- The division name
- The contact person's name and title
- The contact person's e-mail address
- The contact person's telephone number

The elected contact person should be in charge of making arrangements for both the conference call and the computer to view the WebEx training session. Details for using the WebEx system and a registration invitation will be e-mailed to the contact person after the division has signed-up for a WebEx session.

If you have questions about the SELP test training opportunity, please contact Laura Kennedy, LEP assessment specialist, at Laura.Kennedy@doe.virginia.gov or (804) 225-2107.

SLR/jc